

**SPECIAL PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, APRIL 12, 2016**  
**Sister Bay-Liberty Grove Fire Station –2258 Mill Road**

The April 12, 2016 special meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:35 P.M.

**Present:** Chairperson Lienau and members Scott Baker, Nate Bell, Don Howard and Marge Grutzmacher.

**Excused:** Eric Lundquist

**Others:** Mike Walker, Greg Casperson, Ron Kane, John Baudhuin, Al Gokey, Steve Thomas, Dave Kaster, Mary Kay Shumway, Vilius and Alma Vaichaushes, Kim Erzinger, Gerry Knudson, Lars Johnson, Michael Daubner, Bill Anderson, Pat Duffy, John Clove, Kathy Enquist, Matthew Peterson, Jim and Carol Mullaney, and four other individuals.

**Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

**Comments, correspondence and concerns from the public:**

Lienau noted that no new correspondence had been received, and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

**Approval of the agenda:**

*A motion was made by Grutzmacher, seconded by Baker that the Agenda for the April 12, 2016 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

**As to the minutes for the March 22, 2016 meeting of the Plan Commission:**

*A motion was made by Baker, seconded by Howard that the minutes for the March 22, 2016 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Business Items:**

**Item No. 1. Public Hearing on amendments to the Official Map for the Village of Sister Bay. (The section of the Official Map to be considered is depicted on a Certified Survey Map for Parcel No. 181-00-08312813G1, which property has been assigned an address of 10478 STH 57 and is commonly referred to as the “Voyager Inn”); Discussion on the proposed CSM; Consider a motion for action if appropriate :**

*At 5:39 P.M. Lienau called the Public Hearing on amendment of the Official Map for the Village of Sister Bay to order, and noted that the section of the Official Map to be considered is depicted on a Certified Survey Map for Parcel No. 181-00-08312813G1, which property has been assigned an address of 10478 STH 57. That property is commonly referred to as the “Voyager Inn”.*

The Voyager Inn, which is located at 10478 STH 57 has been sold, but one of the contingencies of that sale is that the rear lot will be split off. An applicable CSM was included in the meeting packets. Since the property is affected by the Village’s Official Map the current property owner will be required to dedicate a 33’ portion of it for roadway purposes. If the CSM is approved the zoning for the property will not change.

1 Kim Erzinger of 2370 Parkview Lane asked if the existing use for the property at 10478 STH 57  
2 will still be considered "conforming" if the lot size is reduced, and Jackson responded that in  
3 accord with State law it will be.

4  
5 At 5:40 P.M. Lienau asked if anyone else wished to comment or ask questions, and when no  
6 one responded he declared that the Public Hearing was officially closed.

7  
8 A motion was made by Howard, seconded by Baker that the Plan Commission approves of the  
9 proposed amendments to the Official Map for the Village of Sister Bay which were reviewed at  
10 this meeting, and recommends that the Certified Survey Map for Parcel No. 181-00-  
11 08312813G1, which has been assigned an address of 10478 STH 57 and is commonly referred  
12 to as the "Voyager Inn" be approved as presented. Motion carried – All ayes.

13  
14 **Item No. 2. Public Hearing on a PUD proposal for Parcel No. 181-00-08312822W, which**  
15 **property has been assigned an address of 2450 Bittersweet Lane and is commonly referred to**  
16 **as the "Schaffer property"; Discussion regarding the PUD proposal and associated plans;**  
17 **Consider motion for action if appropriate:**

18 At 5:44 P.M. Lienau called the public hearing on a PUD proposal for Parcel No. 181-00-  
19 08312822W, which property has been assigned an address of 2450 Bittersweet Lane and is  
20 commonly referred to as the "Schaffer property" to order.

21  
22 In February the Plan Commission members indicated that they would be willing to look at  
23 documents related to a Planned Use Development (PUD) for the Schaffer property which is  
24 located at 2450 Bittersweet Lane. William Anderson would like to restore the barn on the  
25 Shaffer property and convert that building into office space for himself and others. He would  
26 also like to construct storage units on that property, but if that occurred screening would be  
27 done. If a PUD were to be created for the Schaffer property the setbacks could be greatly  
28 reduced. Applicable plans and elevation drawings as well as a proposed Development  
29 Agreement were included in the meeting packets, and the Commission members jointly  
30 reviewed all of that documentation. During the review process some revisions were suggested  
31 and Jackson noted all of them.

32  
33 Mike Walker asked the following questions:

- 34 • How many garage units are depicted on the plans? Jackson responded that there will be  
35 ten garage units, and they all will be accessed off Bittersweet Lane.
- 36 • Will the proposed use be considered a "change in use"? Jackson responded that it was  
37 not.
- 38 • Will the proposed use be considered a "change in intensity of use"? Jackson responded  
39 that it quite likely would be.
- 40 • Will the parking areas on the Schaffer property be lit? Jackson responded that the  
41 parking areas will be lit, and then explained the Village's lighting regulations.

42  
43 Mary Kay Shumway asked if the neighbors on Bittersweet Lane were given notice that this  
44 Public Hearing would be conducted, and Jackson responded that all owners of properties  
45 within 300' of the property line were mailed Public Hearing Notices.

46  
47 At 5:59 P.M. Lienau asked if anyone else wished to comment regarding the previously  
48 mentioned PUD proposal, and when no one else responded he declared that the public hearing  
49 was closed.

1 A motion was made by Grutzmacher, seconded by Bell that the Plan Commission  
2 recommends that the Planned Use Development (PUD) Agreement and related  
3 documents for Parcel No. 181-00-08312822W, which has been assigned an address of  
4 2450 Bittersweet Lane and is commonly referred to as the "Schaffer property", be  
5 approved as amended. Motion carried – All ayes.

6  
7 Discussion then turned to the architectural features of the buildings in the PUD on the Schaffer  
8 property, and the Commission members jointly reviewed the plans which were included in the  
9 meeting packets. Bill Anderson indicated that he intends to side the buildings with vinyl siding,  
10 and presented samples of the colors he was considering. (Green base, taupe top, and light gray  
11 doors and trim.) Jackson noted that the Zoning Code requires that there be "breaks" on long  
12 buildings, but the Commission could waive that requirement. It was the consensus that as long  
13 as the buildings are screened no "breaks" will be required. The Commission members pointed  
14 out that cupolas are depicted on the plans which were included in the meeting packets, and  
15 indicated that they don't really believe that architectural feature is necessary. Anderson was  
16 asked to present actual color renderings at the next meeting of the Plan Commission.

17  
18 A motion was made by Grutzmacher, seconded by Howard that the site plans and architectural  
19 designs for the proposed buildings on the "Schaffer" property which is located at 2450  
20 Bittersweet Lane are approved as amended at this meeting, on the condition that actual color  
21 renderings must be presented at the next meeting of the Commission, and Drainage and  
22 Lighting Plans for the property must be approved by the Village's Engineer. Motion carried – All  
23 ayes.

24  
25 **Item No. 3. Discussion on an outdoor seating and bar addition area for Al Johnson's**  
26 **Restaurant and Butik, and review of associated plans and documents; Consider appropriate**  
27 **motions for action if necessary:**

28 Lars Johnson has presented a preliminary proposal for an outdoor seating area and bar addition  
29 area at Al Johnson's Swedish Restaurant and Butik, and the Commission members jointly  
30 reviewed preliminary site plans and elevation drawings as well as a draft of an applicable  
31 Development Agreement. Construction will start as soon as possible, but Johnson is certain that  
32 fish boils will be conducted and an outdoor seating area created soon.

33  
34 A motion was made by Bell seconded by Howard that the Plan Commission recommends that  
35 the Development Agreement which pertains to the addition of an outdoor seating and bar  
36 addition area at Al Johnson's Swedish Restaurant and Butik, as well as related documents be  
37 approved as presented. Motion carried – All ayes.

38  
39 **Item No. 4. Discussion on an outdoor seating plan and bar addition/area for the Inn at**  
40 **Kristopher's, which is located at 10716 N. Bay Shore Drive; Consider appropriate motions for**  
41 **action if necessary:**

42 Michael Daubner has extended an offer on the Inn at Kristopher's, which is located at 10716 N.  
43 Bay Shore Drive. Daubner is seeking all requisite municipal approvals as a precursor to  
44 purchasing the property, and would like to create an outdoor seating and bar addition area on  
45 it. Proposed site plans were included in the meeting packets, and the Commission members  
46 jointly reviewed all of that documentation. The Plan Commission approved of the creation of  
47 the outdoor seating area and bar addition, and also waived the parking requirements for the  
48 property at 10716 N. Bay Shore Drive, contingent upon Daubner securing the property.

1 A motion was made by Grutzmacher, seconded by Baker that the Plan Commission approves  
2 the plans which were submitted by Michael Daubner for creation of an outdoor seating and bar  
3 addition area at the Inn at Kristopher's, located at 10716 N. Bay Shore Drive, and waives the  
4 parking requirements for that property Motion carried – All ayes.

5  
6 **Item No. 5. Discussion on the Gokey condo proposal for the unaddressed parcel of Village**  
7 **owned land on the corner of Mill Road and Parkview Lane; Consider appropriate motions for**  
8 **action if necessary:**

9 A draft of a Development Agreement which will be entered into with Al Gokey and pertains to  
10 the unaddressed parcel of Village owned land on the corner of Mill Road and Parkview Lane as  
11 well as condo documents, site plans, schematic elevation drawings, and floor plans were  
12 included in the meeting packets, and the Commission members jointly reviewed all of that  
13 documentation. The previously mentioned property is commonly referred to as "the Old Helm's  
14 Cottage Lot". Jackson pointed out that the plans call for the propane tank on the property to be  
15 buried.

16  
17 Steve Thomas was present and presented samples of the siding Al Gokey would like to utilize  
18 on his building. The upper portion of it will be *Diamond Kote Light Gray*, the lower portion of it  
19 will be *Diamond Kote Pelican Gray*, the gables and tower will be *Diamond Kote Maple*, and  
20 the shingles will be a more neutral gray color.

21  
22 A motion was made by Grutzmacher, seconded by Howard that the plans and Development  
23 Agreement which will be entered into with Al Gokey for the unaddressed parcel of Village  
24 owned land on the corner of Mill Road and Parkview Lane which were reviewed at this meeting  
25 are all approved as presented. Motion carried – All ayes.

26  
27 **Item No. 6. Report by the Zoning Administrator regarding development activities, various**  
28 **enforcement actions, and issuance of Sign and Zoning Permit:**

29 Jackson indicated that he intends to give his monthly report at the regular monthly meeting of  
30 the Plan Commission which has been scheduled for 5:30 P.M. on April 19, 2016.

31  
32 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred to a**  
33 **Committee, Official or Employee:**

34 There were no matters to be placed on a future agenda or referred to a committee, official or  
35 employee.

36  
37 **Adjournment:**

38 A motion was made by Grutzmacher, seconded by Baker to adjourn the April 12, 2016 special  
39 meeting of the Plan Commission at 7:01 P.M. Motion carried – All ayes.

40  
41 Respectfully submitted,

42 

43 Janal Suppanz,  
44 Assistant Administrator